



St. Mary's
Catholic Federation

St Mary's Catholic Nursery School only

**Admissions Policy 2019/20
(Statutory)
(Annual)**

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Committee: Admissions Committee

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Approved by Full Governing Body on Date:

Chair of Governors.....

St Mary's Catholic Federation, Carshalton

Safeguarding Statement

This school takes notice of and adheres to all the national and local policies and guidance in regard to Safeguarding Children and Young People.

Lead Safeguarding Person Junior School: Mrs G Owens

Lead Safeguarding Person Nursery & Infant School: Mrs M Quinn

Safeguarding Deputy: Mrs S Hulme, Miss E Bryant

Governor designated safeguarding officer: Mr T Richmond

ADMISSION POLICY FOR ST MARY'S CATHOLIC NURSERY SCHOOL **For Admission Year 2019-2020**

St Mary's Voluntary Aided Nursery School is situated in the Archdiocese of Southwark. It was opened to serve the Catholic community, in particular, the children of practising Catholic families living in the parishes of Holy Cross, Carshalton; Our Lady of the Rosary, Sutton; St Margaret's, Carshalton Beeches; and Holy Family, Sutton Green.

A substantial amount of funding for the upkeep of the school is donated by regular churchgoers in these parishes through their regular weekly contributions at Mass. The Catholic community support the school because they value a distinctive Catholic Education for their children. For the remainder of this policy, the word Catholic refers to those baptised or formally accepted into the Catholic faith as defined in the section Further Information.

Parents elect to apply for this school in order to ensure that the Catholic values and way of life are passed on to their children at home, in the parish and at school.

Pupils with a Statement of Special Educational Needs or Education, Health and Care Plan (EHCP)

Baptised Catholic Children with a Statement of Special Educational Needs or an Education Health Care Plan (EHCP) that names the school will be considered for a place before other applicants are considered. In this way, the number of places to be offered, as set out in the Section above, will be reduced by the number of children with a statement that has named the school. The admissions of pupils with a Statement of Special Educational Needs or with an EHCP are dealt with by a completely separate procedure as set out in the SEND code of practice.

The Governors, intend to admit 52 children per year. This includes children who have Statements of Special Educational Needs of an EHCP which name the school; those children will be admitted if their needs can be accommodated, and the number of places available will reduce accordingly.

APPLICATION FOR PLACES AT THESE SCHOOLS

Before Governors can consider the allocation of places, the application process has to be complete.

For applications for Nursery, parents **do not** need to complete their local authority's Common Application Form but must complete a Supplementary Application Form obtained from the school or downloaded from the school website for Nursery. by 15th January 2019. This application form will be available from September 2018.

1. A St Mary's Catholic Nursery School supplementary application form should be completed by parents and returned to school by 15th January preceeding the September intake. These are available from the school office.
2. Proof of residence, e.g. a copy of a utility bill or council tax statement from within the last 3 months.
3. A copy of the child's Baptismal Certificate must be submitted with the supplementary application form. A copy of your child's shorter Birth Certificate must be submitted by successful applicants after offers are made.

- a. In the case where the application is to be considered under Criteria 1, if the child is not a baptised Catholic, a copy of the baptism certificate must be submitted for the adopted parent or parent with a residence or guardianship order for the child.
4. If you are applying on the basis of your faith the application should be supported by a reference from a priest or minister. If you have recently moved into the area, then we need a reference from your previous Parish Priest or minister. The level of Mass attendance by the family will be used to rank children when offering a place.
5. the Governors will rank the application in accordance with the admission criteria based on the information available to them.

ADMISSION CRITERIA

Governors will allocate places available as follows:

- 1 Looked after Catholic children or looked after children in the care of Catholic families and previously looked after Catholic children who have been adopted or who have become the subject of a residence or guardianship order.
2. Baptised Catholic children who have a brother or sister in St Mary's Infants' or Junior Schools at the time of admission. (**see further information, Siblings*)
3. Baptised Catholic children from practising Catholic families, as verified by a reference from their priest where they regularly worship, living within the parishes of Holy Cross, Carshalton: Our Lady of the Rosary, Sutton: St Margaret of Scotland, Carshalton Beeches: Holy Family, Sutton Green. Applications will be ranked in the order shown on the Supplementary Form in the section of the Priest's reference.

When criteria 3 is oversubscribed by applicants, remaining places will be allocated to baptised children equated to the size of the parish using percentages. These percentages are calculated using Mass statistics collected in a census by each parish which are submitted to the diocese annually. These statistics are published in the Southwark Catholic Directory. The percentages will be published on our Website.

Where the number of places available within a parish is oversubscribed, priority will be given in the following order:

- a. Children whose family attends Mass either every Saturday (evening Vigil Mass) or Sunday.
- b. Children whose family attends Mass at least either one Saturday (evening Vigil Mass) or Sunday every month.
- c. Children whose family attends Mass less than once a month.

Where there are insufficient applicants within a parish, remaining places will be split between the other parishes on an equal basis in the order of parish size, starting with the largest.

4. Baptised Catholic children from practising Catholic families who do not live within the four parishes of Holy Cross, Carshalton: Holy Family, Sutton: St Margaret of Scotland, Carshalton Beeches: Our Lady of the Rosary, Sutton.

Where criterion 4 is oversubscribed, priority will be given in the following order:

- a. Children whose family attends Mass either every Saturday (evening Vigil Mass) or Sunday.
- b. Children whose family attends Mass at least either one Saturday (evening Vigil Mass) or Sunday every month.
- c. Children whose family attends Mass less than once a month.

5. Baptised Catholic children whose parents may not be practising at the time of application.
6. Other looked after children or previously looked after children who have been adopted or who have become the subject of a residence or guardianship order.

7. Other children who have a brother or sister at St Mary's Infants' or Junior schools at the time of admission. (**see further information, Siblings*)
8. Children who are members of other Christian denominations, (including Catholic Churches not in Union with the See of Rome). Evidence of membership of the church verified by a minister will be required.
9. Children of other faiths. Evidence of membership of the faith should be provided by a priest/ minister/faith leader.
10. Any other children.

Tie-breaks

The following order of priorities will be applied when applications within any of the above categories exceed the places available and it is necessary to decide between applications

- a) Medical or Social grounds which make the school particularly suitable for the Catholic child in question. Catholic refugees and asylum seekers will also be considered under this category. These would require verification by an appropriate authority such as a medical practitioner or social worker.

- b) Distance from home to school. All distances will be measured in a straight line by the London Borough of Sutton computerised Geographical Information System from the School entrance. Evidence of residence may be required. Where the last remaining place is to be allocated and two or more children are deemed to live at the same distance from the school the place will be decided by the drawing of lots.

FURTHER INFORMATION

Catholic* In the context of school admissions Catholic children are defined as Children who are baptised or received into the Catholic Church, children baptised or received into the Eastern Churches in union with Rome and children of members of the Ordinariate.

Churches in Communion with the See of Rome

ALEXANDRIAN:	Coptic Ethiopian
ATIOCH:	Malankrese, Maronite, Syrian
ARMENIAN CONSTANTINOPLE:	Albanian, Byelorussian, Bulgarian, Greek, Melchite, Italo-Albanian, Romanian, Russian Ruthenian, Slovakian Ukranian, Hungarian

CHALDEAN: Malabar

Eastern Orthodox Churches, including the Coptic Orthodox, Greek Orthodox, Bulgarian Orthodox, Romanian Orthodox, Russian Orthodox and Jacobite Syrian Church are **not** in communion with the See of Rome.

Personal Ordinariate

Baptised children of parents who are members of the Ordinariate established under the Apostolic Constitution Anglicanorum Coetibus of November 4th 2009 are to be given equal preference to that offered to children baptised in a Catholic church. It is important to note that these children may have been baptised in the Church of England.

Sibling*Sibling is defined as a full brother or sister, half brother or sister living at the same address, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner and in every case who is living as part of the family unit at the same address, Monday to Friday.

****** Siblings in Year 6 in St Mary's Junior school or in Nursery at St Mary's Nursery school at the time of application to start school will not qualify.

Other factors

1. The maximum number of pupils in the Nursery will be 26 for the morning session and 26 in the afternoon session. Nursery places are offered in accordance with the stated Admissions Policy.

NB. A place in the Nursery does not guarantee a place in the main school.

Home Address Clarification

The child's home address excludes any business, relative's or childminder's address, and must be the applicant's normal place of residence by the closing date. If there is a genuine equal share custody arrangement between the two parents, the address that will be used will be the address of the parent who is closest to the school as described in section b of Tie Breaks. All distances will be measured in a **straight line** by the London Borough of Sutton computerised Geographical Information System. Any offer of a place under this criterion is conditional on the child being resident at the address provided, at the closing date for application. The address to be used for waiting lists, after the initial allocation will be the child's current address.

The address to be used for the initial allocation of places in Reception will be the child's address at the closing date of application. Changes of address at the closing date of application. Changes of address up to 18th February 2019 may be considered if there are exceptional reasons behind the change, such as the family has just moved to the area, or has returned from abroad. The address to be used for waiting lists, after the initial allocation and for mid-term admissions will be the child's current address. Any offer is conditional upon the child living at the appropriate address on the relevant date. Parents have a responsibility to notify the school and the Local Authority of any change of address.

Mid Term Admissions

In order to be considered fully for the school, parents should complete the school Supplementary Form which should be accompanied by the Baptismal Certificate, a current utility bill and current priest reference. If a vacancy arises, applicants will be considered in accordance with the school's Admissions criteria. Any offer of a place will be sent by the school to which the application is made. The shorter birth certificate will be requested after an offer has been made.

Waiting List

The Governors will automatically place the names of all unsuccessful applicants and late applications on to a waiting list. However, this does not prevent unsuccessful applicants the right of appeal. The waiting list is based on the oversubscription criteria and not on the length of time on the waiting list. Waiting lists for Nursery will be managed in accordance with Sutton's coordinated scheme and will be maintained until the last day of the Autumn term. The school will write to everyone on the waiting list before the end Autumn term and parents wishing to remain on the list must inform the school by 31st December 2019 stating their wish and providing their child's name, date of birth and name of current school. It is possible that when a child is directed under the local authority's fair access protocol they will take precedence over those children already on the list.

PROCEDURES

PLEASE NOTE children who attend St Mary's Nursery do not have automatic right to a place in St Mary's Infant School. A separate application must be made for a Reception place at St Mary's Infant School.

APPEALS

Statutory appeals can not be made against the Governors decision not to offer a place at the nursery

Date of review: February 2018